

# PURCHASE ORDER

**PO Number: 303-2-0285**

Requisition Number: 303-2-00537

**Order Date:** 10/21/2021

**Released**

**DUE TO COVID-19 AND TFC'S COMMITMENT TO TIMELY PAYMENT,  
PLEASE SUBMIT INVOICE ELECTRONICALLY TO:**

accounts payable@tfc.state.tx.us

**IF INVOICE IS MAILED, DELAYS MAY OCCUR.**

TEXAS FACILITIES COMMISSION

## FISCAL MANAGEMENT / ACCOUNTS PAYABLE

P.O. BOX 13047 Austin, Texas 78711-3047

### Delivery Location

Other  
Central Services Building  
1711 San Jacinto Blvd.  
Attn: Kyle Moreland  
Austin, TX 78701

**Show numbers on all papers and packages**

## Referenced Source or Vendor

1043390816  
Staples Business Advantage  
4790 Regent Blvd. Suite 250  
Irving, TX 75063  
Doug McEwen  
Phone:469-262-4527, Fax:  
carl.bergauer@staples.com

Qty. 60: Academic At-A-Glance 17 H X 12 W Wall Calendar Plan-A-Month

TXMAS-20-7502

TXMAS PO: 22017354

### Description

TFC Contact:  
Kyle Moreland  
512-463-8551

## Line Items

Description	Qty	Unit	Unit Price	Start Date	End Date	Total
Academic At-A-Glance 17 H X 12 W Wall Calendar Plan-A-Month						
TXMAS-20-7502						
TXMAS PO: 22017354						
	60	Each	\$10.32	11/1/2021	1/11/2022	\$619.20
<b>NIGP Class:</b> 615						
<b>NIGP Item:</b> 19						
<b>Object Class:</b> 300						
<b>Reimbursement Type:</b> Not Reimburseable						

Questions or concerns regarding this transaction or service should be directed to: Texas Facilities Commission Procurement Division, Phone: (512)463-0209 or FAX: (512)236-6164 (The mailing address for the Texas Facilities Commission is at the top of this purchase order.)

<b>Agency</b>	TFC
<b>Fiscal Year</b>	2022
<b>Division</b>	Legal
<b>Program</b>	Records Management
<b>Phone</b>	15124630209
<b>Org Code</b>	0216 - Office Supply Allocations
<b>Type of Purchase/PCC Code</b>	'X' Purchases of commodities/services made from SPD TxMAS contracts
<b>Work Order Number</b>	na

ALL TERMS AND CONDITIONS SET FORTH IN OUR BID INVITATION BECOME A PART OF THIS ORDER. VENDOR GUARANTEES MERCHANDISE WILL MEET OR EXCEED SPECIFICATIONS IN THE BID INVITATION.

**Invoicing Standards**

To facilitate payments from Texas Facilities Commission please follow the invoicing standards set forth below.

The invoice should include, but is not limited to including:

- (1) the vendor's mailing and e-mail (if applicable ) address;
- (2) the vendor's telephone number;
- (3) the name and telephone number of a person designated by the vendor to answer questions regarding the invoice;
- (4) the state agency requisition number;
- (5) the state agency's name, agency number, and delivery address;
- (6) the commission's purchase order number, if applicable;
- (7) the contract number or other reference number if applicable;
- (8) a valid Texas Identification Number (TIN) issued by the Comptroller of Public Accounts;
- (9) a description of the goods or services, in sufficient detail to identify the order which relates to the invoice;
- (10) unit numbers corresponding to the original order; and
- (11) other relevant information supporting and explaining the payment requested or identifying a successor organization to an original vendor, if necessary.

**FOB DESTINATION CASH DISCOUNT: 0% 0 DAYS.**

**TEXAS FACILITIES COMMISSION INTERNAL PURCHASING**

PURCHASER: \_\_\_\_\_

Jordan, Michelle - CTCD,

**(IN ACCORDANCE WITH YOUR BID, SUPPLIES MUST BE PLACED IN THE AGENCY RECEIVING ROOM IN DAYS FROM RECEIPT OF ORDER.)**

STATE AND CITY SALES TAX EXEMPTION CERTIFICATE: The undersigned claims an exemption from taxes under Tex. Tax Code § 151.309 (1993), for purchase of tangible property described in this purchase order, purchased from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas.

[\(Show Terms And Conditions...\)](#)